
RISK CODE ASSIGNMENT

- At least one risk code will be assigned at certification.
- All risk codes that apply will be assigned (may be system or CPA assigned), back up documentation for certain codes is required.
- Risk codes will be updated throughout certification.

Reference: *State Plan for Montana for Montana's Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Chapter 5, Policy 5.2*

LOW RISK/HIGH RISK PARTICIPANT REFERRAL

- A new referral is required with each certification.
- If no referral is made, the reason must be clearly documented.
- High Risk referrals will be made according to High Risk Table, denial by the participant must be documented. At least one contact attempt is required by the RD.
- Low risk referrals should be made according to state plan (i.e. Medicaid, SNAP and TANF should be a referral if the participant does not already have these services). Other low risk referrals (MD, food bank, housing, child care, IZ, dentist, etc.) will also count.
- Follow up on all referrals will be documented at subsequent visits, new referrals will be made as appropriate.

Reference: *State Plan for Montana for Montana's Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Chapter 5, Policy 5.2 and Chapter 6, Policy 6.2*

REQUIRED NUTRITION EDUCATION TOPICS

These include:

- Rights and Responsibilities (each certification)
- Purpose & Benefits of WIC Program (initial certification and as needed)
- Avoiding Alcohol, Tobacco, Drugs (for caregivers if infant/child is the participant being certified) (initial certification and as needed)
- WIC Food Package (each certification)
- Making an Informed Decision or Breastfeeding Successfully (for pregnant women)/
Breastfeeding Successfully (for breastfeeding women) (each certification)

Reference: *State Plan for Montana for Montana's Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Chapter 5, Policy 5.2 and Chapter 6, Policy 6.3*

FOOD PACKAGE

ASSIGNMENT OF CORRECT/PROPER FOOD PACKAGE

- A CPA will assign and make changes to food packages as needed, an RD will approve any FPIII packages/food items.

ISSUANCE OF BENEFITS

- Issuance of food packages should adhere to SP guidance; finding will relate to over/under issuance or wrong food package for category.

TAILORING FOOD PACKAGE

- Tailoring includes the following changes to the standard or default food packages:
 - Issuing less than the full nutrition benefit (less formula, deleting/reducing an item)
 - Issuance of alternate milk based on CPA assessment (fat level, goat/soy milk)
 - Any food items that require a prescription (non-standard/exempt formulas, other medically necessary products)
 - Change in formula (reason why)
 - Issuance of RTF formula (reason why)

Reference: *State Plan for Montana for Montana's Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Chapter 5, Policy 5.2 and Chapter 8, Policies 8.1-8.4*

DOCUMENTATION OF BREASTFEEDING AND/OR NUTRITION EDUCATION

- Nutrition and breastfeeding education must be documented per SP guidelines.
- At least 4 contacts will be made per 1 year certification period and 2 contacts per 6 month certification period.
- Contacts will be made approximately quarterly, or with each set of benefits issued (i.e. dispersed throughout the certification period).
- Education documentation must be clear and include what information was provided to the participant (i.e. "discussed", "educated on").
- Follow up on pertinent education is documented at subsequent visits.

Reference: *State Plan for Montana for Montana's Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Chapter 6, Policy 6.3*

ANTHROPOMETRIC/HEMATOLOGICAL MEASURES AND/OR FOLLOW UP OF THESE

- Anthropometric and blood work data must be collected according to State Plan guidance.
- Discussion and education with the participant is expected any time these measures are taken (including growth chart).

Reference: *State Plan for Montana for Montana's Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Chapter 5, Policy 5.2*

GOAL ESTABLISHED

- A participant stated goal will be documented at each certification, denial will be documented.
- Follow up to goal will be documented at subsequent visit(s).
- When a goal has been achieved a new goal should be set.

Reference: *State Plan for Montana for Montana's Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Chapter 5, Policy 5.2 and Chapter 6, Policy 6.3*

NUTRITION ASSESSMENT QUESTIONS

- Category appropriate nutrition assessment questions will be completed at certification and mid-certification per State Plan.
- All questions will have a documented response.
- Referral to other areas of the folder or a family members folder is not acceptable.

Reference: *State Plan for Montana for Montana's Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Chapter 5, Policy 5.2 and Chapter 6, Policy 6.3*

NUTRITION CARE PLAN

- The care plan will be documented under "P" in the SOAP note at certification and mid-certification.
- At a minimum the plan will include: type and format of follow up appointment (individual, group, online, etc.), education topic at follow up appointment, referrals made at present appointment, follow up needed at next appointment (education, referral, goal), any measurements needed at next appointment or other information another staff member would need to adequately complete the next appointment.

Reference: *State Plan for Montana for Montana's Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Chapter 5, Policy 5.2 and Chapter 6.2*

OBSERVATION

During onsite monitoring visits, the following areas will be evaluated:

- Customer Service/quality of participant-staff interaction (1 pt.)- Chapter 4, Policy 4.3
- Anthropometric & hematological technique (1 pt.)- Chapter 5, Policy 5.2
- All required posters are displayed (1 pt.)- Chapter 3, Policy 3.1
- Confidentiality (1 pt.)- Chapter 3, Policy 3.8
- Outreach Plan on file (1 pt.)- Chapter 4, Policy 4.10
- Nutrition and Breastfeeding Plan on file - Chapter 6, Policy 6.1
- Breast pump log (1 pt.)- Chapter 7, Policy 7.3
- Breastfeeding orientation for new employees (1 pt.)- Chapter 4, Policy 4.5

Reference: *State Plan for Montana for Montana's Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Chapters and Policies are referenced above*
